Date: [Date]

To: [Utility Company Name]
Account Number: [Current Account Number]
Service Address: [Full Property Address]

Subject: Notice of Property Transfer and Request for Final Meter Reading

Dear Customer Service Department,

This letter is to formally notify you that the property located at [Full Property Address] was sold on [Closing Date].

I am requesting a final meter reading and the disconnection of services in my name effective [Closing Date or Desired End Date]. Please send the final bill to my new mailing address provided below:

New Mailing Address:
[Street Address]
[City, State, Zip Code]

The new owner's information is as follows (if known):
New Owner Name: [New Owner Name]
Contact Number: [New Owner Phone Number]

Please confirm receipt of this request and provide confirmation once the final bill has been generated. If you require any further documentation, such as a closing statement, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Printed Name]
[Your Signature]